

# Information Systems Technician (IT) Conversion Package Checklist

Updated 15 December 2020

## Eligibility Requirements:

### Security

- ☐ Applicant must be a U.S. citizen. **NO WAIVERS**
- ☐ All of the applicant's immediate family must be U.S. citizens. **(May not be required of family members of certain countries)**

### Academic

- ☐ ASVAB composite of: AR + MK + EI + VE  $\geq$  220 or VE + MK + GS  $\geq$  162 or CT + MK + VE  $\geq$  162 and CT  $\geq$  60 or greater **NO WAIVERS**

### Service

- ☐ Pay grade E-5 or below
- ☐ No more than 10 years of service
- ☐ Within 1 year of PRD or EAOS and met Time on Station requirements

### Performance

- ☐ Evaluation marks at least "3.0" or higher and promotion recommendation of "P" or higher for past 36 months
- ☐ Meets PFA/BCA standards - no PRT failures for the past 36 months (6 PFA cycles)
- ☐ Clean record for 36 months prior to request

### Physical

- ☐ Eye site - Normal color perception
- ☐ Speech - No speech impediment
- ☐ Hearing - Average hearing threshold level in the 3000, 4000, 5000, and 6000 frequencies must be less than 30db with no level greater than 45db in any one frequency
- ☐ Worldwide assignable

## Package Documentation Requirements:

- ☐ 1306/7 requesting conversion to IT
- ☐ Copy of ASVAB scores
- ☐ Copies of evaluations for past 36 months
- ☐ PRIMS PFA and BCA Data for the past 8 PFA cycles
- ☐ Copy of certificate of completion for the following NAVEDTRA's. All are located on Navy E Learning.
  - NAVEDTRA 15027
  - NAVEDTRA 15028
  - NAVEDTRA 15030
  - NAVEDTRA 15031
  - NAVEDTRA 15032
  - NAVEDTRA 16168A

## Optional Documentation:

- ☐ College transcripts
- ☐ Copies of any IT related civilian certifications